

**Meeting Minutes from Condition Assessment Group Meeting
October 27-29, 2009
North Las Vegas, Nevada**

Tuesday -- 10/27/2009

Site Round Robin

1. Mike McGrady from NRL noted that, when hiring outside contractors to perform inspections, a detailed Statement of Work (SOW) is critical for a successful inspection effort. Mike said that NREL intends to get out of all leased buildings within three years.
2. Jane Nations from Y12 stated that they are on a two year inspection cycle for all NNSA buildings. Y12 inspectors are helping with the utilities migration plan.
3. Jerry Bingham from INL noted that they use college engineering students for doing CAIS data entry and that this works quite well.
4. Y12 inspectors will also fill out the LEED building status checklist as part of their CAS inspection process.
5. Additionally, Y12 inspectors do space utilization surveys as part of their inspection process.
6. Gene Buck from LANL noted that much of the inspection activity has been focused on the OSFs. With this new emphasis, the DM for the site has increased.
7. Ed Lee from ORNL stated that they inspect their critical buildings every year.
8. Charles Mann from SLAC noted that in house inspectors are more knowledgeable about their site's buildings and OSFs.
9. Paul Reynolds from LLNL noted that they are sticking to their three year cycle. Billy Johnson from NTS noted that they will be adding two new CAS inspectors soon.
10. LLNL is required to do a three year inspection cycle for equipment validation in addition to the 3-5 year cycle requirement to satisfy RPAM. When doing inspections, they review closed work orders from their CMMS system to confirm that closed work orders have been completed as described. A significant percentage of the completed work orders are not completed as described.
11. LLNL does an annual prioritization of the outstanding deferred maintenance (DM). Every program manager gets a DM Report to be used to prioritize DM based on how the deficiencies affect the mission.
12. LLNL links the CAS inspection date to when the buildings are shut down for preventive maintenance. This process drives the inspection cycle.
13. Jane Nations noted that at Y12, they are not always informed when repairs are made to their assets.

14. Bernie Rodriguez from WIP noted that they are using CHAMPS for their CMMS system and they look forward to improving that accuracy of their DM reporting.
15. Janelle Armijo-Sanchez from Sandia noted that they are transitioning to in-house CAS inspections.
16. Larry Bridges from NNSA noted that the overall FCI for NNSA is improving. Their focus at NNSA on getting accurate DM data from the sites. Quality and completeness of the data is what they are looking for in the DM data. The DM reporting information provided by the sites affects the funding provided to the sites for maintenance and operating expenses.
17. Steve Patterson from Pantex noted that though they are not currently performing any CAS inspections, they are reviewing their inspection schedule to ensure all future CAS inspections are scheduled within a time line that allows them to remain compliant with the RPAM Order.

What Determines Your Inspection Cycle?-Debbie Etheredge

1. Jerry Bingham from INL noted that INL has no set number of square feet that they use to determine their inspection cycle.
2. Jane Nations noted that Y12 uses a team of inspectors to inspect the Y12 buildings. When complex situations arise the team can discuss it and compare notes.
3. Paul Reynolds noted that completing the initial round of inspecting the assets for a site takes more time than subsequent inspections. Pre-inspection planning is important. It is good to obtain a list of all equipment and all outstanding deficiencies.
4. At LLNL they have journeyman electricians pull panels for electrical inspections.
5. Billy Johnson noted that it is important to schedule inspections after major renovations to verify that the outstanding deficiencies have been corrected and to note any other important changes to the asset.
6. Steve Patterson noted that a sites gross square feet to inspect divided by the desired number of years to be used for the rotation schedule allows a per month square footage amount to be determined. Steve stressed that on average inspectors can inspect 90K square feet of facilities per month.

Gary Horn (DOE/MA-50) briefed the group on Headquarters News Items

Steve Patterson stimulated group discussion regarding his presentation, “CAS Inspection forms – who creates and maintains them for your site?”

Wednesday --10/28/2009

OSF Discussion-Jerry Bingham

1. INL uses GIS for the locations of their OSFs.
2. Gene Buck noted that LANL has recently broken out their OSFs by area.
3. Steve Patterson noted that Pantex has added 59 new properties to FIMS and that it is a huge task to have these properties properly documented so that they stand up to the scrutiny of a data validation.
4. It was noted that leased properties are supposed to be inspected though no DM is reported for leased facilities. There was good discussion on this.
5. Bill Teer from LM asked how you can justify the cost of inspecting a leased property when it is not the responsibility of DOE to maintain them. Larry Bridges noted that a streamlined inspection process for the leased properties would be more appropriate.
6. Jane Nations noted that the CAIS Administrator needs to communicate with the FIMS Administrator. Some sites use CAIS as source documentation for FIMS data.
7. Steve Hill from INL mentioned that the “In CAIS and Not in FIMS” and “In FIMS and Not in CAIS” reports were excellent tools.

A CostWorks Portfolio Model Sub-committee status report was presented by Larry Bridges (NNSA / NA-52)

The group had open discussions on topics such as – DM reporting to FIMS, using CAIS data as source documentation for FIMS, OSF’s – problems and successes, and RS Means 2009 Costing Trends

Thursday -- 10/29/2009

1. Sites are encouraged to use the test instance of CAIS for practice and training. Since it is a test area, you may make data changes without affecting your production data. The URL is: <https://caisweb.doe.gov/CAISTEST/>.
2. Cindy Hunt from OECM added a link to the CAIS and FIMS Application logon screens to the OECM’s web page.
See http://management.energy.gov/asset_management/1603.htm.
3. OECM is currently updating the RPAM 430.1b as new order 430.1c. The review/comment phase is over and it is currently in the resolution phase with about 80 comments under consideration.

4. Or next Condition Assessment Group Meeting will include a discussion of how each site conducts their Condition Assessment Surveys.
5. Ken Rowe went over the CAS home page redesigns. Input was provided by the group.
6. Dennis Dupont engaged attendees with his presentation, “What should be included in a Condition Assessment report?”
7. Ken Rowe and Ruth Ann Smith took suggestions for developing future CAS inspection and CAIS database training needs. Several locations for this training were submitted for review. Specifics will be made know to the group at a later date.
8. A review was made of the group’s charter. Steve Patterson was elected to another two-year term as the group chairman.